

Do you have
concerns
about what
is happening
at work?



Whistleblowing at Lambeth

Are you concerned about something that is happening at work? Do these concerns relate to unlawful conduct, financial malpractice, dangers to the public, dangers to the environment, or avoidable losses? If so, please come forward and voice your concerns.

The London Borough of Lambeth is committed to tackling fraud, abuse and other forms of malpractice. The council has therefore introduced this procedure to enable employees to raise their concerns about such malpractice at an early stage and in the appropriate way. The Whistleblowing Policy gives you the opportunity to have your concerns heard and investigated in confidence and without fear of reprisal.

The Public Interest Disclosure Act 1998, the provisions of which are now incorporated into the Employment Rights Act 1996, confers a right on employees not to be victimised or suffer detriment as a result of a disclosure in good faith of particular types of information, e.g. relating to criminal or illegal activity, to a defined person such as the employer or the Audit Commission. In order to be protected the information needs to be disclosed in accordance with the Act.

How can I raise my concern?

The earlier you express your concern, the easier it is to take action. As a first step, you should raise any concern you have with your immediate manager or their superior, orally or in writing. If you do not feel comfortable with this you should contact one of the following, depending on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice or wrongdoing:

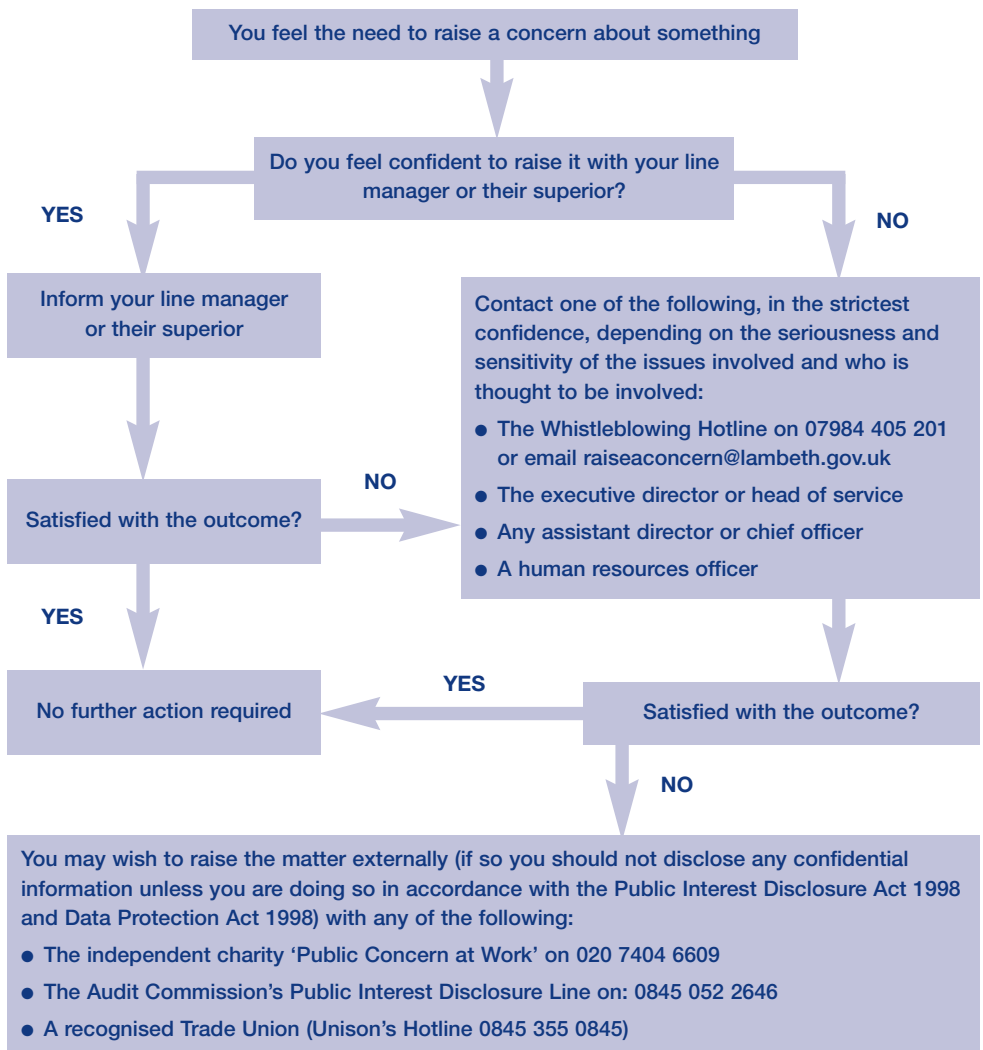
- any divisional director or chief officer;
- a human resources officer;
- the executive director or head of service; or
- the corporate complaints unit.

The Corporate Complaints Unit (CCU) is the main point of contact for staff wishing to report an incident using the whistleblowing procedure. The CCU will ensure that the matter is investigated.

You can call the hotline on 07984 405 201, between 8am and 7pm or e-mail raiseaconcern@lambeth.gov.uk. All calls are treated in the strictest confidence.



Raising a concern decision tree





How will the council respond?

The council's response will depend on the nature of the concern that has been raised. In all instances the council will:

- record and acknowledge your concern and refer the matter for investigation within three days of receiving the report;
- respect your confidentiality – your identity will not be disclosed to anyone without your consent;
- assess your concerns to determine further action;
- let you know what enquiries have been made;
- tell you whether further investigations will be made and if not, why; and
- inform you of the final outcome of the inquiry.

Depending on the nature of the issue raised, the council may:

- request more information or evidence from you;
- investigate through the Internal Audit and Anti-Fraud Team;
- undertake disciplinary action;
- launch an independent enquiry; or,
- refer the matter to the police.

If you do not feel you can raise this with the Council there are other external bodies which can help

In the first instance, we encourage all employees to raise their concern within the council. However, if you do not feel this is appropriate please call one of the numbers below:

- the independent charity, Public Concern at Work www.pcaw.org 020 7404 6609
- the Audit Commission's Public Interest Disclosure Line: 0845 052 2646 for all matters relating to fraud, corruption or misuse of public money
- Unison; 0845 355 0845 – for matters relating to harassment, bullying or any other employment issue

If taking a concern outside the council, employees should not disclose any confidential information unless they are doing so in accordance with the Public Interest Disclosure Act 1998 and the Data Protection Act 1998.

Whistleblowing Policy

A copy of the full policy can be downloaded from intranet.lambeth.gov.uk/whistleblowing